

CITY OF BURBANK

SENIOR PLANNER

DEFINITION

Under general direction, to supervise and perform administrative, professional, and technical advance planning work; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises assigned planning functions in conjunction with organizational goals; oversees and performs work in the development and maintenance of the General Plan in accordance with state laws; establishes and maintains a data base, including but not limited to demographic, economic and land use statistics; conducts original research and interpretive work in the area of general plan preparation and analysis; conducts and oversees the preparation of special studies, analyses, and research projects; makes conclusions and recommendations; identifies and forecasts economic and demographic trends; proposes and drafts revisions to the zoning ordinance and subdivision regulations; monitors and analyzes the impact of changes in planning law; may coordinate staff work and supervise the preparation of staff reports for Planning Board and City Council meetings; may answer employee and public inquiries regarding planning and zoning matters; may attend meetings of the Planning Board; may coordinate the work of the Site Plan Review Committee; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed up to and including termination; meets and works with professional and public groups; makes public presentations on planning matters; may attend meetings of the Planning Board; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of urban planning, including state law and policies regarding planning; supervisory principles and the ability to apply them effectively.
- Ability to - conduct original research and identify economic and demographic trends; communicate effectively, both verbally and in writing; make oral presentations; work independently, with minimal supervision and direction; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in planning, public administration, or a related field and three years of progressively responsible experience in urban planning, including one year in an administrative or supervisory capacity. NOTE: A Master's Degree in planning may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.